



Monthly Departmental Report

August 2015

Finance Department

Human Resources

Information Technology

Park & Recreation

Planning & Community Development

Police Department

Fire Department

Public Works

Other Agency Reports



Finance Department

Monthly Departmental Report

Through the Period Ended September 25, 2015

Activity	Status
Operations	
Successor Agency	On September 10, 2014, the Belmont Oversight Board adopted resolutions approving the Recognized Obligation Payments Schedule (ROPS) and Successor Agency Administrative Budget for FY 15/16B (January-June 2016). The ROPS was submitted and has received tentative approval from DOF.
Economic Development	<p>The City's economic development consultant, Keyser Marsten Associates (KMA), has developed options to maximize the inventory of Low-Moderate Income (LMI) property asset disposition/retention plan that will further the City's goals of affordable housing production and boost the City's downtown revitalization efforts. KMA is in the process of integrating their work to supplement the General Plan and Belmont Village Specific Plan efforts, as well as support the negotiations for the Firehouse Square target site.</p> <p>City Council has approved the Housing Element 2015-2023. On August 25, 2015 the City Council heard a presentation regarding the County-wide housing Nexus Study which quantifies the need for affordable housing impact fees and inclusionary housing requirements for new development. At that meeting the Council provided input on the Nexus Study findings and directed staff to complete the Nexus Study initiate work on Inclusionary Housing and Housing Impact Fee Ordinances for future consideration.</p>
Debt Management	The City Treasurer and staff are working on the issuance of sewer revenue bonds to finance improvements to the sewer system. Council will be asked to adopt a resolution stating their intention to issue the bonds at the August 25 th meeting.
Year End Close	Maze & Associates has completed their year-end audit fieldwork with no findings. Maze is on schedule to issue their opinion later this month and the results will be presented at the October 5 th Audit Committee meeting and the October 13 th Council meeting.
Energy Efficiency Project	The energy efficiency retrofit work at the Library is completed, and the rebate is being prepared. Comfort is now working on the Lighting retrofit at City Hall, which is estimated to be 90% complete. On the HVAC retrofit, three roof top units are done, and the remaining units are scheduled to be completed by the end of the month. A change order will be required to address dilapidated components of the HVAC system.

PG&E has executed the On-Bill Financing application.

Reporting

Treasurer's Report

August report completed.

Monthly Budget Variance

August report completed.

Human Resources Department Monthly Report

August 2015



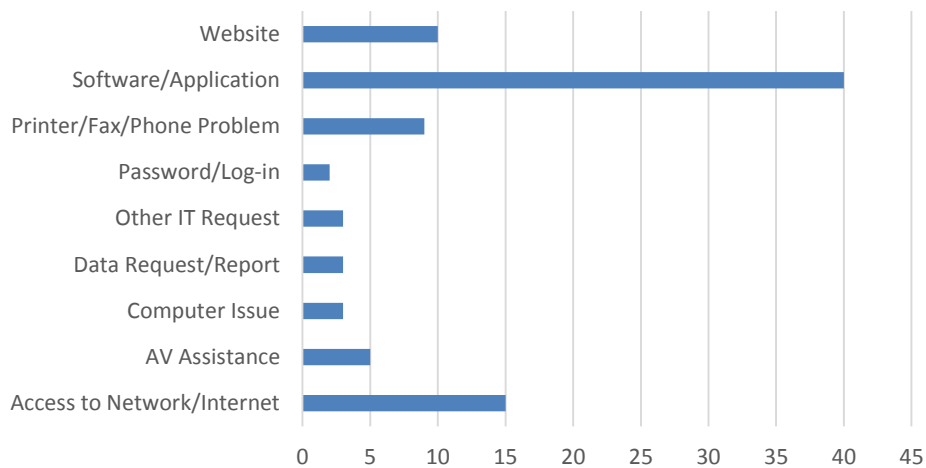
Recruitment Summary

Position	Department	Filing Deadline	Status/Activity
Accountant I/II/III	Finance	Open Until Filled	Applications currently under review
Recreation Supervisor	Parks & Recreation	August 17, 2015	Kari Guastella appointed effective October 19 th
Maintenance Worker I/II	Public Works	August 24, 2015	Candidate currently in background
Recreation Coordinator – Facilities	Parks & Recreation	September 4, 2015	Interviews scheduled for September 25
Lateral Firefighter/Paramedic	Fire	TBD	Recruitment announcement forthcoming.

Daily Operations:

- Service Requests: 90 Help Desk Tickets were received and closed by IT during the month of August

Closed Help Desk Tickets by Category



www.belmont.gov:

Activity: Aug 1, 2015 – Aug 31, 2015



Major Projects:

- Information Technology Strategic Plan

Final Draft presented.

- Expansion of Wireless Network

The “Lodge” was added to the City’s wireless network. Expansion to Barrett Community Center and the Manor are slated for later this year. Marisa Martinez, Network Engineer is Project Lead.

- Desktop Tech Refresh

Each year the City of Belmont replaces approximately one quarter of our desktop PCs. August marked the beginning of this year’s effort.

- Fuel Management System

Information Technology is assisting the Public Works Department with replacing the City’s current fuel management system (FMS). A new FMS has been selected and the necessary computer systems have been ordered.

- Traffic Management System

Public Works, IT and California’s Department of Transportation are in the final phase of implementing a new traffic management system. The system will provide enhanced view and control of Belmont’s traffic.

- Records Management System

The City of Belmont’s IT Department is taking the lead role of implementing a records management systems that will be utilized by the Fire Departments for the cities of San Mateo, Foster City and Belmont. The project is scheduled to be complete by January 2016.

**Parks and Recreation
Monthly Report – August 2015**



DAY CARE	<p>BELMONT COMMUNITY LEARNING CENTER:</p> <p>The Community Learning Center has 73 children enrolled.</p> <p>Marsi from the Belmont Library was on site for a story time on August 27. She visited the children in Classrooms 5, 8, and 9 and read several books to the children.</p> <p>On August 6 Classrooms 5 and 9 went on a field trip to the Village Host Pizza for lunch. Four parents volunteered for the field trip.</p> <p>Staff is busy preparing for the new school year. The new children start September 1.</p>
SENIOR SERVICES	<p>PROGRAMS and EVENTS:</p> <p>~The Twin Pines Shuttle provided 168 one way trips in August.</p> <p>~ 405 Lunches were served in the Twin Pines Café. An August Birthday Lunch was held, celebrating everyone born in the month of August.</p> <p>~Volunteers provided 525 hours of dedicated service at the Twin Pines Senior & Community Center in August.</p> <p>~August movies were attended by over 275 people, with new DVD releases, foreign films and the classics being shown.</p> <p>~A Volunteer Appreciation Picnic was held on August 28 in the Twin Pines Meadow. Volunteers feasted on a tasty barbecue lunch, complete with burgers, side dishes and all the fixings. Some played games, while others visited with friends and acquainted themselves with one another. The warm summer day ended with ice cream and smiles all around. Over 60 dedicated volunteers assist in the delivery of services at the Twin Pines Senior and Community Center.</p> <p>~Two classes were held in August to promote safe driving practices among older adults. AARP sponsored the “Smart Driver Workshop”, and County Supervisor Adrienne Tissier and the CHP sponsored the “Mature Driving Seminar”. Over seventy people attended these workshops.</p> <p>~Silverado of Belmont offered two programs; a Memory Support Group and a Stress Reduction Workshop. Both programs are free of charge and open to the community.</p> <p>~Daytime Monthly Dances at Twin Pines Center is Growing! On Friday, August 14, the Twin Pines Senior & Community Center had a</p>

Parks and Recreation Monthly Report – August 2015



	<p>record number of 90 guests come in to participate in the “Under the Sea” Daytime Dance with the Kapalakiko Hawaiian Band. This month’s dance was sponsored by Silverado Senior Living, and they also brought some of their residents to participate in the festivities. Guests got to freely enjoy wonderful music, friendly company and delicious food prepared by the Chef’s at Silverado Senior Living. The Twin Pines Senior & Community Center has developed partnerships with multiple agencies on the Peninsula who will be sponsoring each of the monthly dances.</p>	
RECREATION PROGRAMS AND CLASSES	<p>ACTIVENET ONLINE REGISTRATION:</p> <p>The Parks & Recreation Departments online registration program continues to successfully serve its customers. An increasing number of our customers are taking advantage of the convenience of registering online from their home, office or laptop. Online registration generated the following transactions:</p> <ul style="list-style-type: none"> • 806 enrollments were processed during the month of July, generating \$89, 972 in recreation program revenue. • 537 (67%) enrollment transactions were successfully processed online. • Processed \$65,066 (73%) in program revenue via online transactions. <p>TEENS: Due to summer vacation, no teen numbers for Barrett C.C or the library.</p> <p>VOICES: We had two RUSH recruitment nights, 8/24 and 8/31. This is an exciting time as we get closer to officially beginning the VOICES program early next month. We have projects lined up for the coming months which the teens are sure to love.</p> <p>EVENTS: – The first “Movie Night in the Park” event took place 8/28. We had a great turnout of support with the community coming together to watch the hit film Ghostbusters. The free raffle was a big hit with the community and is definitely something to do again in the future. Belmont 4H did a great job being organized and selling refreshments.</p> <p>YOUTH: We had a total of 700+ participants in camps that started in August, from SOAR day camps, tennis and swim, dance, science and sports including our new Legarza Basketball Camps.</p>	
RECREATION FACILITIES	<p>FACILITY RENTALS: Facility Uses: month of August Barrett: 30 Complex: 13 Cottage: 11</p>	<p>Total facility rental revenue- August: \$28,427</p>

Parks and Recreation Monthly Report – August 2015



	Lodge: 18 TPSCC: 14 Manor: 10 Picnic Rentals: 39	
MEETINGS	Barrett Community Center Fall Planning Meeting Belmont City Council Meetings Belmont Senior Citizen's Advisory Committee Belmont Wellness Committee Meeting City Facilities Team Meeting Parks & Recreation Commission Meeting Recreation Division Staff Meeting San Mateo County Parks and Recreation Directors' Meeting San Mateo County Aging and Adult Services Providers Meeting Youth Engagement Meeting	

Parks Maintenance Activities

Location	Work Performed
Barrett Community Center	Remove E-waste from Community Learning Center
Barrett Community Center	Weed removal from cracks in asphalt on blacktop
Barrett Community Center	Weed whip blacktop and landscape areas
Barrett Community Center	Repair irrigation valve/pressure regulator
Belameda/Library	Weed removal/shrub pruning & chemical treatment in parking lot landscape areas
Belameda/Library	Replace light pole protective covers
Semeria Park	Repair water fountain
Sports Complex	Cut back vegetation from pathway behind Marina Field
Sports Complex	Prune shrubs/remove dead plant material from hillside that parallels bike path
Twin Pines Park	Renovate Meadow and Buckeye Picnic Area lawns
Twin Pines Park	Repair mainline water leak in Redwood picnic area
Twin Pines Park	Replace/repair multiple broken sprinklers
Twin Pines Park	Remove and discard furniture from Police Department
Twin Pines Park	Remove weeds from landscape beds around City Hall
Twin Pines Park	Replace benches under concert stage in meadow
Twin Pines Park	Assist with Girl Scout planting project
Twin Pines Park	Remove blockage and clean bathroom in Redwood Picnic Area
Twin Pines/Manor Building	Remove vomit from stairs and pathway
Wakefield Park	Weed whip and remove dead material/clean out v-ditch

**Parks and Recreation
Monthly Report – August 2015**



Citywide

Participate in NDNU Call To Action Day

Athletic Field Activities

Location	Work Performed
Barrett Field	Repair mainline water leak near backflow
Central Field	Fill potholes and smooth out gopher mounds
Central Field	Replace broken sprinkler heads
Fox Field	Repair broken lateral irrigation line
McDougal Park	Fill potholes and smooth out gopher mounds
Nesbit Field	Repair broken sprinkler heads on line 9
Nesbit Field	Replace cracked male adapter on irrigation valve
North Field	Establish and paint soccer field layout, install goals
North Field	Repair broken sprinkler heads
Ralston Field	Fill potholes and smooth out gopher mounds
South Field	Establish and paint soccer field layout for two U8 fields
Citywide Maintenance	Fertilize fields
Daily Maintenance	Prep softball field for evening adult league play
Weekly Maintenance	Mow infield lawns, paint field lines

Medians and R-O-W Activities

Location	Work Performed
6 th /O'Neill	Prune Elm tree at corner that was impeding sidewalk/stop sign
307 Hiller	Prune/remove dead fronds from palm trees/tristania tree
El Camino Real/Harbor	Repair damaged irrigation valves on median
Hallmark Drive	Remove dead pine tree at end of Hallmark
Ralston Ave./Hiller Ave.	Repair sprinkler heads damaged by vehicles on median
Ralston Ave./ECR	Replace bad diaphragms in irrigation valves
Ralston Ave./South Rd.	Prune trees along sidewalk for pedestrian clearance

Open Space Activities

Location	Work Performed
Water Dog Lake	Chemical treat dam for invasive Yellow Star Thistle

**Parks and Recreation
Monthly Report – August 2015**



Facilities Maintenance Activities

Location	Work Performed
TPS&CC	Clean restroom faucet filter
TPS&CC	Repair door handles
TPS&CC	Repair Serving cart wheel
TPS&CC	Repair broken outlet cover
TPS&CC	Repair lock for coffee cabinet
TPS&CC	Adjust water temperature to restroom sink
TPS&CC	Reinstall refrigerator shelves
TPS&CC	Replace several burnt out light
TPS&CC	Reroute drain to HVAC unit
TPS&CC	Replace damaged ceiling tiles
TPS&CC	Repair leaking sink drain
TPS&CC	Repair partitions
Sports Complex	Repair HVAC
Corp Yard	Repair automatic gate
Corp Yard	Redo locker room for staff
Corp Yard	Replace photocell on fixture
Fleet Management	Change burnt out bulb
Manor	Repair running toilet
Lodge	Repair dishwasher draining problem
City Hall	Repair front door
City Hall	Unstick sign from table and place back on wall
City Hall	Repair running sink
Police Department	Install shades
Police Department	Install K-9 Kennel in parking lot
Police Department	Replace two faulty light ballasts
Police Department	Respond to PD gate trouble
Police Department	Make HVAC adjustments in dispatch
Barrett Community Center	Look into tripped breakers
Barrett Community Center	Remove wall
Barrett Community Center	Relocate light switches
Barrett Community Center	Take down shelves and patch walls
Barrett Community Center	Assist IT on wireless network upgrade
Barrett Community Center	Replace damaged electrical wires
Barrett Community Center	Repair ceiling tiles
Barrett Community Center	Repair broken light fixture
Barrett Community Center	Install dance floor
Barrett Community Center	Paint classroom

Parks and Recreation Monthly Report – August 2015



Barrett Community Center	Install new door handles
Barrett Community Center	Place loose electrical wires in a junction box
Barrett Community Center	Cover hole in ceiling with plywood
Barrett Community Center	Remove outlet for new lockers
Barrett Learning Center	Clean portable AC units filters
Barrett Learning Center	Repair portable AC units
Library	Cut wires to beeping ballasts
Library	Repair door lock to watering hose cabinet
Library	Repair sticking door
Train Station	Respond to elevator issue
Fire Stations	Unclog two sinks

Planning and Community Development

Monthly Council Report

September 2015

<i>PROJECT DESCRIPTION</i>	<i>STAFF</i>	<i>CURRENT/FUTURE ACTIONS</i>
Long Range Planning		
<p><u>2035 General Plan Update (GP) & Belmont Village Specific Plan (BVSP)</u></p> <p>This project involves a comprehensive update of the Belmont General Plan (GP) and will include a Belmont Village Specific Plan (BVSP).</p> <p><u>GP Previous Actions</u></p> <ul style="list-style-type: none"> • The City's 2015-2023 Housing Element was adopted and certified by the State of California on 5/20. • GP Team hosted a Community Open House at the Belmont Library on 5/21 on the draft "Preferred Plan" and Key Policies (informed by cumulative research, public input sessions and community survey results) – good feedback provided to staff/consultant. • The Planning and Parks & Recreation Commissions held a Preferred Plan study session on 6/2 – good feedback provided to staff/consultant. <p><u>BVSP Focus – September</u></p> <ul style="list-style-type: none"> • Launch and complete Task One - Project Start-Up & Community Involvement Strategy; • Begin Task Two - Analysis of Opportunities & Refinement of Existing Conditions. 	<p>de Melo and Dyett & Bhatia (D&B) - GP Consultants</p>	<p><u>GP key events/actions in August and September</u></p> <ul style="list-style-type: none"> • On 8/3, the City Council/Planning Commission conducted a study session to review the revised Preferred Plan & Maps. CC/PC provided good feedback, accepted the Preferred Plan, and concurred to move project forward. • Preparing a full <i>Draft General Plan</i> is underway. The draft document will come together in phases starting in November - followed by a public review process. <p><u>BVSP Actions/Events in September and October</u></p> <ul style="list-style-type: none"> • Stakeholders list is in the works and interviews with Dyett & Bhatia team will be scheduled for week of October 4th-9th. • First Community Outreach Meeting tentatively scheduled for Thursday evening October 15th at Belmont City Hall – 6PM. • Web site was launched at end of July: www.planbelmontvillage.com. • Three technical analysis / memorandums (Connectivity, Market Demand and Infrastructure) will be compiled by end of September.
Complex Development Review		

<p><u>Firehouse Square</u></p> <p>The City has entered into an Exclusive Negotiating Agreement (ENA) with Sares-Regis Group of Northern California (SRGNC) to determine if a development plan could be achieved for the City-owned parcels (approximately 1.3 acres in size) in the Firehouse Square Block - located between El Camino Real and Fifth Avenue, and O'Neill and Broadway Avenue.</p>	<p>de Melo Scoles Fil Rennie</p>	<p>Initial Neighborhood Outreach completed. Next steps include submission of development review application and crafting of potential Development Agreement (DA) terms. Exclusive Negotiating Agreement extended for 90 days to December 2015.</p>
<p><u>Autobahn Motors Dealership Expansion – 700 Island Parkway</u></p> <p>Project entails demolition of existing dealership and construction of a new 57K sq. ft. Sales Facility/Showroom building. Some service operations will move to 500 Harbor Boulevard (HIA area) currently leased by Autobahn.</p>	<p>de Melo</p>	<p>Planning Commission and City Council approved Planned Development Amendment and project environmental study in May 2014. Detailed Development Plan, Grading Plan, and Design Review approved by Planning Commission at 10/7/14 meeting. City Council approved Fence/Gate Plan at 10/28 meeting. Potential project modifications being assessed by applicant (expansion of building).</p>
<p><u>576-600 El Camino Real – Proposed Mixed-Use (Commercial & Residential) Development</u></p> <p>Project includes construction of a three story mixed-use building – 11,000 square feet of ground floor commercial space and 32 residential condominiums on the 2nd & 3rd floors. An underground garage will serve the residential units and 32 at grade spaces will be provided for the commercial uses. The project includes an environmental study, Rezoning of the property to Planned Development (PD), and a Subdivision Map for the condominiums.</p>	<p>de Melo</p>	<p>Planning Commission conducted public hearings on 9/2 & 9/16 for project entitlements and environmental study and recommended Council approval. City Council approved subject entitlements on 10/14. Design Review, Grading Plan, and CUP to establish Detailed Development Plan (DDP) submitted on 1/12/15.</p> <p>Planning Commission reviewed and approved Detailed Development Plan (DDP) on 6/2 and Grading Plan & Tree Removal Permit on 7/7.</p> <p>Next step is submission of Final Subdivision Map for project and project construction permits.</p>
<p><u>490 El Camino Real (at Davey Glen – Proposed Mixed-Use (Commercial & Residential) Development</u></p>	<p>de Melo & Contract Planning Firm</p>	<p>Project currently under review by City Departments. Second round of site plan/architectural review completed. Project Environmental Study released for public</p>

<p>Project includes construction of a multi-story mixed-use project – 5,000 square foot stand-alone single story commercial building and a separate four story building with 73 residential condominiums. An underground garage will serve the residential units and 20 at grade spaces will be provided for the commercial uses. The project includes an environmental study, Rezoning of the property to Planned Development (PD), and a Subdivision Map for the condominiums.</p>		<p>review on 4/20; review period ended on 5/20; minimal public/agency comments received.</p> <p>Project introduced at 9/1 PC public hearing; item continued to allow for additional review.</p>
<p><u>Crystal Springs Uplands School (CSUS) – 6-8 & 10 Davis Drive</u></p> <p>Project entails construction of new 60,000 sq. ft. middle school to accommodate 240 students. Project includes a classroom building, and all-weather surface athletic field. A gymnasium & covered pool is proposed in a later phase.</p>	<p>DiDonato & de Melo</p>	<p>Draft EIR released for public review by mid-July; comment period has closed. Consultant preparing responses to comments. PC Study Session on Draft EIR conducted at 8/18 meeting; good feedback provided. Public hearings for project anticipated in Late Fall 2015.</p>
<p><u>Clear Channel Outdoor (CCO) – Shoreway Road</u></p> <p>Project includes installation of a two-sided digital electronic billboard for the City's Shoreway Road Pump Station property.</p> <p>Project environmental study released for public review/comment on 12/23/14 – review period ended on 1/22/15; no comments received.</p>	<p>de Melo</p>	<p>PC recommended CC approval of text amendments for digital billboards on City property on 7/21; PC also recommended CC approval of project environmental study on 7/21. PC approved Design Review and Tree Removal for project on 9/1.</p> <p>CC conducted first reading of text amendments on 8/25 and certified project environmental study. On 9/8, CC conducted second reading (and public hearing) and adopted the project text amendments.</p>
<p><u>Marriott Springhill Suites Hotel – Shoreway Road/Cormorant Drive</u></p> <p>Development Review Application filed in March to construct a new 169-room Marriott Springhill Suites Hotel on the subject vacant 3.39-acre parcel. The</p>	<p>de Melo</p>	<p>Environmental Study released for public review on 8/3; public comment period ended on 9/2. PC public hearing anticipated in early October.</p>

proposed four-story hotel would be approximately 91,465 sq. ft. in size and include meeting room space, food service amenities, an exercise room, and pool. The site improvements also include an entry court, outdoor patio areas, street-level parking, and parking lot/perimeter landscaping.		
<u>Hilton Homewood Suites Hotel – Former Empire Lumber site – 1201 Shoreway Road</u> Development Review Application filed in June to construct a new 96-room Hilton Homewood Suites Hotel on the subject 1-acre parcel. The proposed five-story hotel would include meeting room space, food service amenities, an exercise room, and pool. The site improvements also include an entry plaza, outdoor patio areas, and street-level parking.	de Melo	Project submittal under review for completeness. Environmental consultant secured and has commenced preparation of project environmental study.
Appeals		
<u>AT&T Wireless Facility – Public Right-Of-Way on Notre Dame Avenue /1920 Notre Dame Avenue</u> Appeal filed on 12/23 by AT&T of Planning Commission decision (12/16) of proposed AT&T Wireless Facility Modification Project. City Council Public Hearing conducted on 2/10 – CC overturned PC decision and approved proposed wireless facility modifications in public right-of-way.	de Melo Rose Rennie	Building permits for facility modifications submitted – revisions needed.
Successor Agency Projects		

Items shown in bold face are new since last month.

Items shown in italics are scheduled for next CC or PC meeting.



**Permit Center
Monthly Council Report
August 2015**

PERMIT ACTIVITY	RESULTS	COMMENTS
Development Review Applications Received	4	Planning Division
Development Review Applications Approved	3	Planning Commission Review
Permit Applications Received	116	Building, Plumbing, Electrical & Mechanical
Permits Approved	113	Inclusive of above
Permits Issued	112	
Inspections Performed	406	Building Division
Revenue Generated	\$271,753.62	Development Services
Department 210		

BELMONT POLICE DEPARTMENT

Monthly Activity Report for August 2015



PERSONNEL

- 1 Recruit Officer progressing at CSM police academy.
- 2 Police Officers FTO program.
- 1 Police Sergeant announced retirement next month.

OPERATIONS

Arrests 39	Total Incidents 2918	Code Enforcement	Admin Citations 3
Citations 530	Reports Written 185		Warnings 0
			Total Incidents 190

COMMUNITY POLICING

Abandoned Vehicle Report	34 complaints (31 resolved within 96 hours, 3 were not)
Child Safety Seats	Community Service Officers inspected 7 car seats.

ADMINISTRATIVE ACTIVITIES

Chief DeSmidt attended meetings and participated in functions for:		
• Coffee with the Cops	• First Aid/CPR Training	• NDNU Community Partners Brunch
• Use of Force Meeting	• Instructor Workshop	• Legislative Committee Conference Calls
• National Night Out	• Steering Committee Meeting	• CIT Training Welcome & Graduation
• NDNU MPA Lunch	• Council Meeting	• NTF Board Meeting
Capt. Halleran attended meetings and participated in functions for:		
• CERT Coordinators	• OES EMA Lunch	• Everbridge Orientation
• First Aid CPR Update	• NDNU Emergency Preparedness Outreach	• SMCo CERT Coordinators Meeting
• Records & Communications Meeting	• Belmont CERT Meeting	• SMCo. Tech Committee
• LHMP Planning Meeting 2	• EMA Board Meeting	• 911/Voice Recorder Vendor Meeting
Capt. Psaila attended meetings and participated in functions for:		
• Sergeants Meetings	• Range Training	• Manage SMC Gang Task Force for a Week
• GTF Meetings	• National Night Out	• Wellness Committee Meeting
• Cover Patrol	• CPR Training	• SMT
• Coffee with the Cops		

TRAINING

NAME	CLASS	DATE(S)
D. FERRARI	ADVANCE DISPATCHER UPDATE	AUGUST 4-6, 2015
PATROL, INVESTIGATIONS, ADMINISTRATION	FIRST AID/CPR UPDATE	AUGUST 7, 2015
K. JOE	INSTRUCTOR WORKSHOP	AUGUST 10-11, 2015
K. STENQUIST & C. FISCHER	SWAT UPDATE	AUGUST 17-20, 2015
T. FEINBERG	VEHICLE OPS	AUGUST 18-19, 2015
R. COLLINS	CIT ACADEMY	AUGUST 24-27, 2015

POLICE RESPONSE HIGHLIGHTS

- Two subjects were arrested for Identity Theft after having stolen property sent to a residence in the 1500 block of Notre Dame.
- A man was charged with Elder Abuse and Fraud after stealing over \$100,000 from a resident in the Sterling Downs Neighborhood.
- A suspect was identified and charged with stabbing a man on Harbor Blvd. and Old County Rd. Detectives utilized video from the area to help identify the suspect.
- After stealing a customer's wallet at the AM/PM, a woman was arrested when she began using one of the credit cards she had stolen.

Belmont Fire Department



Monthly Activity Report

For

August 2015

Personnel

Retirements: None

Recruitments: Three Firefighter candidates beginning new-hire Orientation & Fire Academy.

Promotions: None

Operations

Emergency Response: For the month of August there were 237 requests for assistance as follows:

Incident Type	Total
Fire & Explosion	3
Overpressure/Rupture/Explosion	1
Rescue & Emergency Medical	137
Hazardous Condition	7
Service Call	18
Good Intent Call	41
False Call	29
Other Type of Situation	1
Total	237

Mutual Aid Received	31
Mutual Aid Extended	25

Community Outreach

Administrative Battalion Chief Kent Thrasher attended meetings and participated in functions related to the following:

Cal JAC Meeting * SMT Meetings * FACT Meeting * Hazmat Role Out Meetings * Fire Prevention Coordination Meeting * Fire Command Staff Meeting * Labor Negotiations * Super Bowl 50 Planning Meeting * Vegetation Meeting with Knolls of Belmont * Meeting to discuss replacement vehicle * NTF Protocols Meeting * Meeting to discuss parking lot changes to rear of Station 14 * Belmont Rotary Club Presentation *

Fire Crews Outreach

Fire Personnel provided the following outreach/education to the community:

* National Night Out Neighborhood Visits *

Training

Fire Personnel attended the following training & exercise opportunities:

New Hazmat Training Overview * EMS Training * Performance Standard Training * EOC Drill at Port of Redwood City * MCI/Hazmat Training * Live Fire Training * Pre-Plans at Fox & Cipriani Elementary Schools *

Total Department Training Hours for Month	173
Average Training Hours by Shift for Month	57.67

August Fire Prevention Activities

Activity	Total
Annual Business & Apartment Inspection/Re-Inspections	6
New Business License Inspections	6
Plan Reviews	5
Project Plan Reviews	3
Fire Permits (Sprinkler or Alarm)	5



**Engineering Monthly Report
Public Works Department
September 01, 2015**

PUBLIC WORKS SEWER PROJECTS

PROJECT	PROJECT MANAGER	CURRENT ACTION	NEXT ACTION	COMMENTS
Sewer Force Main Evaluation	Bozhena Palatnik	The report has been finalized	Evaluating projects summarized in the report for CIP programming.	This project includes evaluation and condition assessment of the city's existing sewer force mains.
2015 Sewer Rehabilitation Project	Bozhena Palatnik	Awarding construction contract to the selected contractor.	Preconstruction meeting with the contractor will take place on September 9 th .	The construction is expected to start in late September 2015. Construction timeline is 100 working days, depending on weather.
2015 Sewer and Storm Drain Improvement Project	Dalia Manaois	Construction is substantially complete.	Complete punchlist items.	In order to minimize delays to the pavement reconstruction work, the sewer and storm drain improvements were removed from the Pavement Reconstruction Project and packaged separately in advance of the pavement work.
Sewer System Management Plan (SSMP)	Bozhena Palatnik	In order to comply with the State Water Quality Control Board requirements, City staff and selected consultants are updating the plan and its components.	Council approval for the adoption of the SSMP this fall.	Sewer System Management Plan is a comprehensive document describing policies and activities the City is using to manage its wastewater collection system effectively.

PUBLIC WORKS STREET PROJECTS

PROJECT	PROJECT MANAGER	CURRENT ACTION	NEXT ACTION	COMMENTS
Pavement Reconstruction Project	Dalia Manaois	Construction is 95% complete	Complete construction, cleanup work and punchlist items.	Project includes \$534k in federal funds and \$150k in Measure A Grant funds for pedestrian and bike improvements.
Old County Road Street Lighting (Phase II)	Gilbert Yau	PG & E has substantially completed the design. The limit of Phase 1 is from San Carlos City limit to Masonic Avenue. A public meeting to discuss the project was held on July 22 nd . Staff has collected about 2/3 of the Right to Enter forms from property owners for access to convert electrical pad. Contractor will be hired the end of September. Construction to start as soon as all designs are finalized.	Collect all “Permission to Enter” forms from affected businesses/property owners.	Project to underground overhead utilities along Old County Road utilizing Rule 20A fund. The lack of RDA funding will require other fund sources to construct streetlight related improvements (City funded).
Old County Road Pedestrian/Bike Project	Gilbert Yau	100% plans have been prepared by consultant. Staff prepared right-of-way contract to be submitted to Caltrans.	Request for authorization for construction and submit to Caltrans for approval.	Project scope of work includes installation of new sidewalk to fill in gaps; install ADA compliant driveways and new bike facilities.
Ralston & Highway 101 Landscape project.	Gilbert Yau	Staff met with Redwood City and discussed schedule and budget. Belmont and Redwood City need to reach an agreement on design and construction of improvements.	Project on hold.	Landscaping design will need to be modified based on available budget.
Ralston Avenue Pedestrian Improvement Project	Gilbert Yau	Designer preparing 100% plans. Caltrans approved environmental documents.	Complete design. Prepare right-of-way certificate. Obtain authorization from Caltrans for construction award.	Project to install new sidewalk along Ralston Avenue between South Road and NDNU entrance; relocate existing retaining walls.

PUBLIC WORKS STORM PROJECTS

PROJECT	PROJECT MANAGER	CURRENT ACTION	NEXT ACTION	COMMENTS
Hillman Ave & Ruth Ave Street and Storm Drain Improvement	Gilbert Yau	Consultant prepared detailed conceptual plans for the detention system at Ruth Avenue.	ON HOLD- Complete the design of the detention system once funding is identified.	This is an unfunded project. The total estimated cost for all drainage and road improvement is estimated at \$7.0 million. Staff continues to look for grant opportunities to fund improvements.
Ralston and Mountain View Storm Repair Project	Gilbert Yau	Construction almost completed with only punchlist items left.	Close out project.	Project to repair 15" storm line on Ralston Avenue; add new storm lines and catch basin on Mountain View Avenue.

PUBLIC WORKS DEVELOPMENT

PROJECT	STAFF	CURRENT ACTION	NEXT ACTION	COMMENTS
Public Works Permits	Diane Lynn	# of Engineering Permits issued: 25 # of Inspections assigned: 77	Ongoing	



**CITY OF BELMONT
PARKING AND TRAFFIC SAFETY COMMITTEE MEETING MINUTES**

August 20, 2014

Present: Parking and Traffic Safety Committee (PTSC) Members and Residents (see sign-up sheet).

Meeting opened and introductions were made. For each item, residents presented their concerns and staff outlined results of investigations to date followed by a discussion.

1. Request to implement residential parking permits or restrict parking in various areas of Covington Road to improve parking conditions.

Ten community members attended the meeting. The following items were brought up:

- During events at the Greek Orthodox Church patrons are parking along Covington Road limiting parking for residents and potentially impacting access for emergency vehicles
- Residential parking permits or residents along the street.
- Parking on both sides of the street reduces speed of traveling vehicles
- There is a speeding problem on Covington Road that has to be addressed
- Some residents expressed an opinion that they do not want city to install additional signage or establish residential parking permits

Follow-up Actions:

- City staff will conduct a speed survey along Covington Road.
- Fire Department will review emergency access of Covington Road, assess if any “No Parking” restrictions are needed at certain locations.
- The speed survey results and fire access review will be scheduled for the next meeting of PTSC. The public will be notified of the meeting time.

2. Request to restrict parking on the east side of Desvio Way at Solana Drive and at the curve to improve emergency access.

Twelve community members attended the meeting. The following items were brought up:

- Parking on curb returns should be prohibited either by red curb or enforcement
- Parking along the curve on Desvio Way at Solana Drive should be prohibited since it significantly impacts emergency vehicles access, which was concurred by the Fire Department.

Follow-up Actions:

- City staff to take recommendation for “No Parking” along the curve on the east side of Desvio Way at Solana Drive to Council for approval at the next Council meeting.
3. Request to convert two-way stop intersection of Academy Avenue and Alden Street to a four-way stop.

Five community members attended the meeting. The following items were brought up:

- Perception of those in attendance was that stop signs on Alden Street at Academy are ignored by approximately 50% of drivers
- Police enforcement is needed for speeding and stop sign violation
- Four way stop will make the intersection safer for all modes of transportation if the stop signs are not ignored.

PTSC shared findings from the recent traffic counts that did not warrant a four-way stop.

Follow-up Actions:

- Police Department will conduct traffic enforcement as appropriate.
 - Staff will conduct another traffic count/speed study after the school year starts to see if the traffic counts are consistent with the warrants summarized in the Stop Sign Policy.
4. Request to restrict parking in various areas of Terrace Drive to improve emergency access and safety.

Nine community members attended the meeting. The following items were brought up:

- Due to the street topography not all locations are suitable for parking
- When vehicles are parked on both sides of Terrace Drive, fire emergency vehicles have no access
- When vehicles are parked at the corners of Terrace Drive/Notre Dame Avenue and Terrace Drive/Hillman Avenue, vehicles do not have enough visibility and room to safely proceed through the intersection.

Follow-up Actions:

- Fire Department will conduct a site visit to determine the necessity for the “No Parking” zone and report their findings at the next PTSC meeting.
5. Request to restrict large size vehicles from driving on Elmer Street and improve parking conditions.

Nine community members attended the meeting. The following items were brought up:

- Cars parking on sidewalks restrict pedestrian access
- Residents request to prohibit large vehicles on the street
- When vehicles are parked on sidewalks, it impacts driveway ingress/egress
- The street is too narrow for parking on both sides

- Residents are considering submitting a petition for street closure to eliminate through traffic.

Follow-up Actions:

- Police Department will conduct parking enforcement
- Public Works will conduct a traffic study regarding creating parking restrictions on one side of Elmer Street during commute hours (8:00 AM – 5:00 PM). After the study is done, PTSC will put this item on the PTSC agenda and report back to the community.

6. Request to convert two 2-hour parking spaces in front of 850 Emmett Avenue to 30-minute parking.

Three community members from the GreenStreets Cleaners located at 850 Emmett Avenue attended the meeting. The following items were brought up:

- They described the need for the parking time limit change. No objections were received by any surrounding businesses. Two parking spaces directly in front of the business will be converted from 2-hour to 30-minute timed parking.

Follow-up Actions:

- Based on City's parking policy, city staff will bring proposed parking time change to Council at the next Council meeting.

7. Request to install a centerline on Lincoln Avenue at Monserat Avenue to improve traffic safety and to restrict parking in the 2500 block of Lincoln Avenue to improve emergency access and safety.

Eight community members attended the meeting. The following items were brought up:

- When cars are parked on both sides of the street, it is difficult for some residents to exit driveways
- Parking on curves, particularly at 2507 Lincoln Ave creates a safety problem and can potentially prevent fire emergency vehicles to get through
- Centerline installation will help delineate lanes of traffic but if vehicles are parked on both sides of the street, drivers have to enter opposite lane of traffic to get around
- Additional signage/stripping will negatively impact property values
- Parking at the corners should be prohibited and enforced

Follow-up Actions:

- Police Department will conduct parking enforcement at the corners and curb returns as appropriate
- Fire Department will assess to determine the need for "No Parking" zones to improve emergency vehicle access and bring back their findings to the next PTSC meeting.

8. Request to establish a 25-foot long “No Parking” zone next to the existing red curb on Alameda de las Pulgas north of the Library driveway.

No community members attended the meeting. This issue has been brought up before by the same resident and it was opposed to by the residents in the vicinity due to high demand for parking. No further action will be taken on this request.

9. Request to restrict street parking on the east side of Sixth Avenue between O’Neill and Ralston Avenues between 4:00 PM and 6:00 PM to improve traffic circulation.

No community members attended the meeting. PTSC members discussed existing problems with traffic signal at Sixth Avenue/Ralston Ave. and its impact on overall traffic on Sixth Avenue during peak hours. Public Works informed the PTSC that the traffic signal loops are in the process of being repaired. PTSC will monitor the traffic flow along Sixth Avenue and revisit this issue after the traffic signal loops are fixed.